

## **Cabinet Standard Procedures**

The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.

The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

The following chapters comprise the Finance and Administration Cabinet's Standard Procedures Manual:

Chapter 1.0: Executive Management (Includes the Office of the Secretary, Office of General Counsel, Office of Public Relations, and the Office of Policy and Audit)

Chapter 2.0: Human Resources/Administrative Services (Includes Administrative Support, Human Resources, Fleet Management, Postal Services, and Budget and Planning)

Chapter 3.0: Equal Employment Opportunity & Contract Compliance

Chapter 4.0: Facilities and Support Services

Chapter 5.0: Commonwealth Office of Technology

Chapter 6.0: Department of Revenue

Chapter 7.0: Forms (Contains forms for all procedures in the above chapters)

Questions or concerns regarding the Finance Standard Procedures and Manual should be directed to your immediate supervisor or the Finance Standard Procedures Coordinator at (502) 564-6660.

**Please read and review all procedures online at <http://intranet.finance.ky.gov/policy/>.**

By signing this form, I \_\_\_\_\_ certify that I have read and reviewed all Finance and Administration Cabinet procedures (Chapter 1-7) and understand that they pertain to me as an employee of the Department of Revenue.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Please return form to your supervisor within one (1) week of employment.